EDUCATIONAL INCENTIVE TRAINING

Presentation - 2024
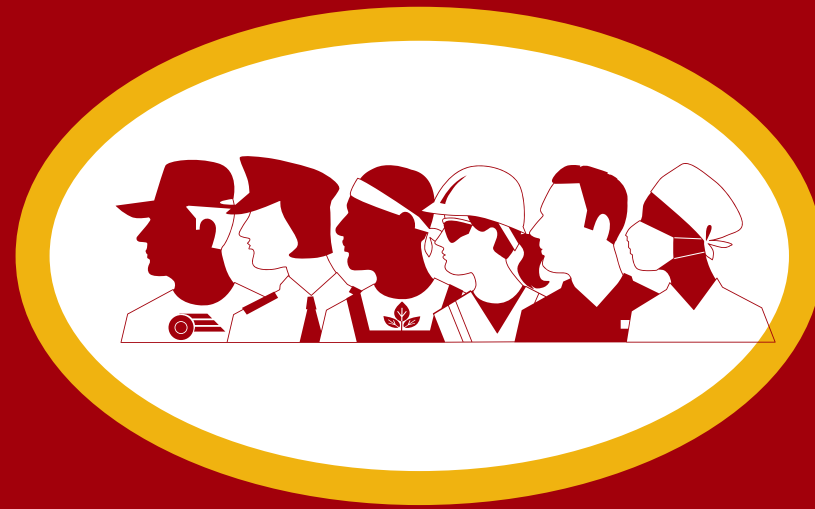
Visit Our Website
HR - Employee Resources

What is it?

The Educational Incentive Program provides for a three-time, one-range increase on the salary schedule for each employee who completes the requirements of the Educational Incentive Program.

Who Can Participate?

CSEA

CSEA Bargaining Agrement
Article 18

Confidential

Confidential Handbook
Section IX

Administrators

SCCDAA Bargaining Agreement
Article 12

Classified Administrator Handbook
Section VI

Requirements

- To fulfill the requirements of the Educational Incentive Program, an employee must complete the equivalent of twelve (12) semester units of College course work.

- For participation in approved activities for which units are not granted, an employee shall be granted one (1) unit of course work equivalency for each sixteen (16) hours of approved activities.

Possible "For Credit" Activities

01 College Course Work

02 Workshops

03 Confrences

04 Seminars

05 In-Service Programs (College Sponsored)

Approvals

- To receive credit, the participant must receive prior approval.
  - Course/Activity occurs during work hours:
    - From their immediate supervisor --> area ASVP -->Human Resources
  - Course/Activity DOES NOT occur during work hours
    - Straight to Human Resources
    - [SWCCD/CSEA MOU](#)

Timelines

Employee

- Employee must submit a completed application to HR a minimum of 2 weeks prior to the start of the course or activity.
- Requests filed with less than 2 weeks notice will be approved at the discretion of the Director of HR
 - Decision is not grievable.

Attachments

- Applications for workshops, seminars, etc. must include a printed description of the activity and include the number of scheduled days and hours.
- Include a printed description from the institution which identifies the course number system, grading, unit of work, and any other material to interpret the transcripts.

NeoEd - Forms

Human Resources launched our NeoEd-Forms module in early 2024 with our Educational Incentive Program Application Form.

- Employees can access NeoEd through their MySWC portal.
- Once you log in, you will be in the NeoEd system, and you just click on "Forms" to access all the pre-loaded forms available now.
  - Ed Incentives are the only forms currently loaded, but we will have more soon!
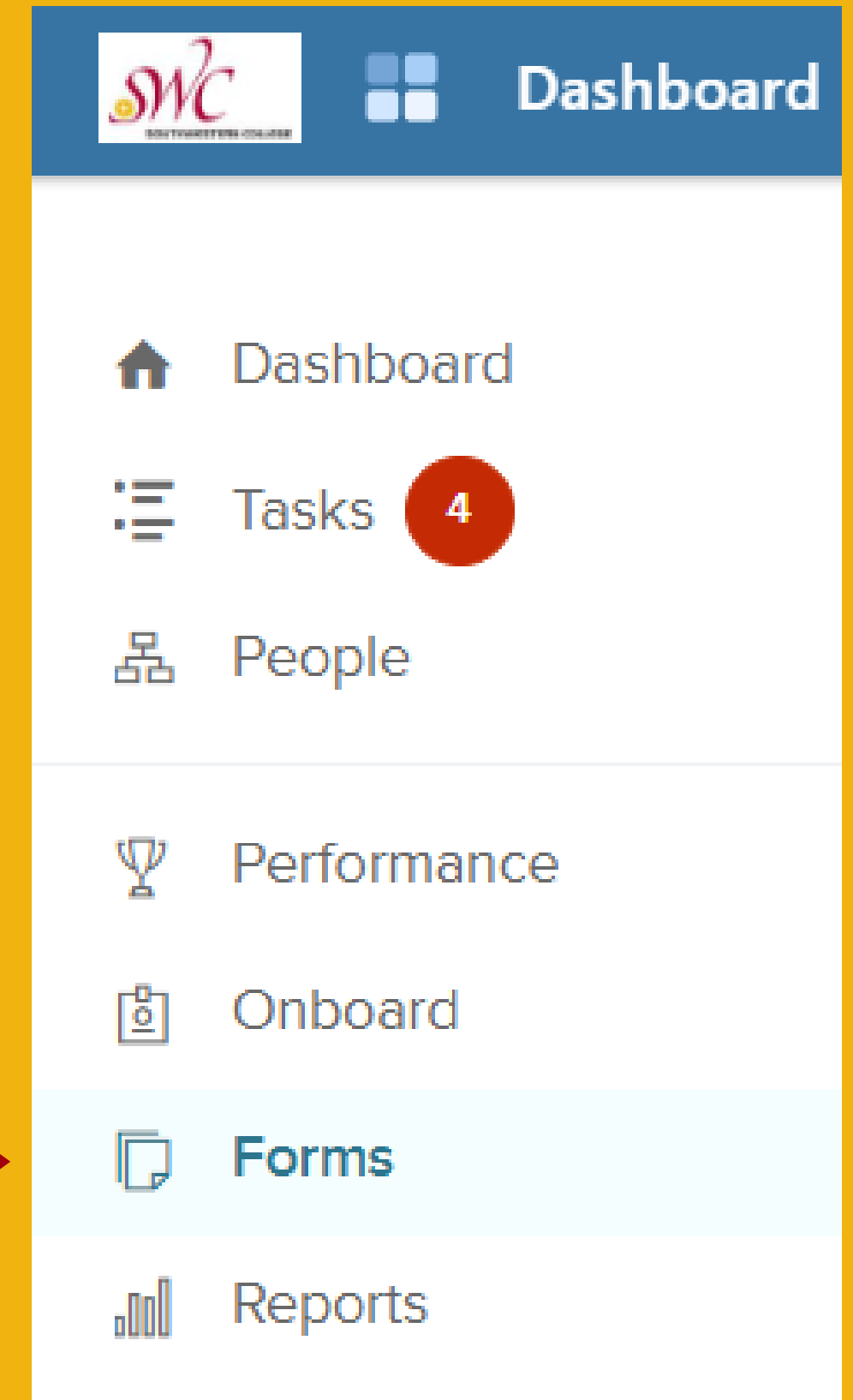
How to Submit the Application

Human Resources launched our NeoEd-Forms module in early 2024 with our Educational Incentive Program Application Form. We are encouraging all eligible employees to use this software to submit all Ed Incentive applications, however, we are still accepting the old form (via Adobe Sign) through Summer 2024.

Gather your Documents

Make sure you have electronic copies of all necessary documents before you begin the application process!

This will allow for a quick and efficient review from Human Resources.
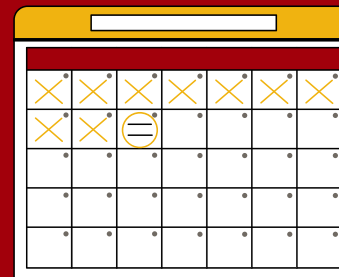
Remember your timelines

For full consideration HR must have received a completed application by at least two (2) weeks before the start of the course or activity.

Don't wait until the last minute - you risk having your application denied!

HR Can Help

Check out our Ed Incentive Resources on the HR webpage for workflows, Dos and Don'ts, and FAQs.

Reach out to your assigned HR Specialist with questions - we are here to help!

Classes are over - now what?
SALARY ADVANCEMENT!

Once courses/activities are over, and the employee has reached at least 12 semester units of college course work (16 hours of approved activities is equivalent to 1 unit of course work), then it's time to submit the Salary Advancement Form --> Via NeoEd!

Verification for Salary Advancement

Verification of Completion

- The employee is responsible to verify to the District the successful completion of any activity to be credited within Educational Incentive Program.
- After the forms and verification of units are received in HR the employee will be granted the one-range increment effective the 1st of the following month

What to Submit to HR

- Course work: official transcript and any official documents from the institution which identifies the course number system, grading, unit of work, and any other material to interpret the transcripts.
- Other approved activities: workshop or seminars, proof of attendance must be submitted.

References

- Educational Incentive Program Guidelines
  - Governing Board Approved August 6, 1987

- Collective Bargaining Agreements
  - CSEA, Article XVIII
  - SCCDAA, Article 12

- Employee Handbooks
  - Classified Confidential Handbook, Article IX
  - Classified Administrators Handbook, Article VI

- Policy
  - Board Policy 5233